
Chapter 11: Diplomatic Security Records

Front Office**A110110 Policy File - Arrange by TAGS and Terms**

Description: Congressionals, correspondence, memorandums, telegrams, reports and other documentation on security covering awareness, counterintelligence, countermeasures, counterterrorism, diplomatic couriers, emergency plans, field offices, information systems, investigations, overseas operations, Overseas Security Advisory Council (OSAC), physical security, procedures, protection, services, technology, threats, and other related subjects.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 1a

A110111 Assistant Secretary's Chronological File - Arrange by message reference number or by date

Description: Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams and other documentation maintained by or for the direct use of the Assistant Secretary or Deputy Assistant Secretary.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 1b

Chapter 11: Diplomatic Security Records

Executive Director

A110210a Financial Printouts Reports - Printout: Monthly Transaction Status Reports, Unaccepted Documents & Accepted/Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects

Description: a. Updated Copies.

Disposition: Destroy when update has been printed.

DispAuthNo: N1-59-94-43, item 92a

A110210b Financial Printouts Reports - Printout: Monthly Transaction Status Reports, Unaccepted Documents & Accepted/Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects

Description: b. Final Copies - 1311 Report, and other reports.

Disposition: Cut off file at end of fiscal year. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 92b

A110220 Security Awareness Program - Subject File

Description: Informational and educational materials; brochures; Congressionals; general correspondence; memorandums; memorandums of conversation; press guidance; publications; speeches; and telegrams - dealing with - security awareness policies, programs and issues on: Department and post facilities; exhibits; the Foreign Service Institute; investigations; the Marine Corps Security Guard Program; the Materials Review Board; the Overseas Advisory Council; protection; public and media inquiries; public service campaigns; reward programs; security; technical security; terrorism; threats; and professional security training.

Disposition: Block by year. Cut off at the end of the calendar year. Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-92-19, item 1

A110221 Security Awareness Program - Motion Picture Films

Description: Classified or unclassified films, originals or duplicates, not produced by or for the Department.

Disposition: Destroy when out of date or no longer needed.

DispAuthNo: N1-59-92-19, item 3

Chapter 11: Diplomatic Security Records

A110222a Security Awareness Program - Publications

Description: a. Master Set. One copy of each publication dealing with overall reports on terrorist activities and political violence.

Disposition: Permanent. Retire to RSC when 3 years old. RSC transfer to WNRC after 5 years and offer to NARA after 30 years. Destroy all other publications.

DispAuthNo: N1-59-92-19, item 2a

A110222b Security Awareness Program - Publications

Description: b. Distribution Copies. All other publications and distribution copies.

Disposition: Destroy when the publication is updated or is obsolete.

DispAuthNo: N1-59-92-19, item 2b

A110222c Security Awareness Program - Publications

Description: c. Art Work. Graphic art work of all types used to make covers and illustrations for publications: camera ready copies, hard copies, negatives, photographs, photostats, etc.

Disposition: Destroy when the publication is updated or is obsolete.

DispAuthNo: N1-59-92-19, item 2c

A110223a Security Awareness Program - Slides - Produced by or for the Department

Description: a. Original Slides - Historical - Classified and unclassified slides produced by or for the Department that cover historical persons, places, events, or things.

Disposition: Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the items, photographs, and slides in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.

DispAuthNo: N1-59-92-19, item 6a

A110223b Security Awareness Program - Slides - Produced by or for the Department

Description: b. All Other Slides - Classified or unclassified slides, originals or copies, produced for or by the Department.

Disposition: Destroy 3 years after a determination that they are out of date or no longer needed.

DispAuthNo: N1-59-92-19, item 6b

Chapter 11: Diplomatic Security Records

A110223c Security Awareness Program - Slides - Not Produced by or for the Department

Description: c. Classified or unclassified slides not produced by or for the Department.

Disposition: Destroy 1 year after a determination that they are out of date or no longer needed.

DispAuthNo: N1-59-92-19, item 6c

A110224a Security Awareness Program - Still Photographs and Negatives - Historical Photographs, and Negatives - Produced by or for the Department

Description: Classified and unclassified photographs produced by or for the Department that cover current or historical persons, places, events, or things. This also includes photographs that are covered by copyrights which the Department has purchased a limited or unlimited right to reproduce.

a. Original photograph AND 1 negative, if any.

Disposition: Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the photographs, and negatives in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.

DispAuthNo: N1-59-92-19, item 5a

A110224b Security Awareness Program - Still Photographs and Negatives - Produced by or for the Department

Description: b. All other photographs. Classified or unclassified photographs produced by or for the Department.

Disposition: Destroy 3 years after a determination that they are out of date or no longer needed.

DispAuthNo: N1-59-92-19, item 5b

A110224c Security Awareness Program - Still Photographs and Negatives - Photographs not produced by or for the Department

Description: c. Classified or unclassified photographs, originals, duplicates, or negatives, not produced by or for the Department.

Disposition: Destroy 1 year after a determination that they are out of date or no longer needed.

DispAuthNo: N1-59-92-19, item 5c

Chapter 11: Diplomatic Security Records

A110225a(1) Security Awareness Program - Video Cassette Tapes

Description: Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things.

a. Historical tapes produced by or for the Department.

(1) Original tapes, if no longer needed to make copies, and 1 working copy.

Disposition: Retire to RSC when 2 years old. RSC offer all titles to the National Archives immediately. Those not accepted for transfer to the National Archives will be destroyed when no longer needed.

DispAuthNo: N1-59-92-19, item 4a(1)

A110225a(2)(a) Security Awareness Program - Video-Cassette Tapes

Description: Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things.

a. Video-Cassette Tapes-Historical tapes produced by or for the Department.

(2) Duplicate tapes

(a) Classified tapes

Disposition: Destroy when out of date or no longer needed.

DispAuthNo: GSR 21, item 21

Chapter 11: Diplomatic Security Records

A110225a(2)(b) Security Awareness Program - Video-Cassette Tapes

Description: Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things.

a. Video-Cassette Tapes-Historical tapes produced by or for the Department.

(2) Duplicate tapes

(b) Unclassified tapes

Disposition: Erase tapes when out of date or no longer needed and reuse.

DispAuthNo: GSR 21, item 21

A110225b Security Awareness Program - Video-Cassette Tapes not produced by or for the Department

Description: b. Classified or unclassified tapes, originals or duplicates, not produced by or for the Department.

Disposition: Destroy 1 year after a determination that tape is out of date or no longer needed.

DispAuthNo: N1-59-92-19, item 4b

A110230 Advisory Panel on Overseas Security - Arrange by subject or type of records

Description: Memorandums, correspondence, notes, briefing materials, telegrams, minutes of meetings, taskers and responses, reports, statements, drafts, and other documentation relating to the work and activities of the Panel (Inman). The file includes reports and other material submitted to the Panel by other agencies. The Panel was established to develop a comprehensive foreign affairs agency plan to meet the challenges of security of U.S. Government operations abroad, and of foreign governments in the U.S.

Disposition: Permanent. Retire to RSC for immediate transfer to WNRC. Transfer to the National Archives in 2010.

DispAuthNo: N1-59-95-28

Chapter 11: Diplomatic Security Records

A110231a Security Planning - Program File - Arrange by TAGS and Terms

Description: a. Milestone Charts. Charts, congressionals, plans, and other documentation on security planning covering background information, budget, evaluations, goals, initiatives, inspections, internal controls, management controls and systems, mile stone charts, Office of the Inspector General (OIG) inspection replies, operational planning systems, operations, programs, requirements, security, vulnerabilities, and other related subjects.

Disposition: Cut off file at end of every 5 calendar years. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 103a

A110231b Security Planning - Program File - Arrange by TAGS and Terms

Description: b. Office of the Inspector General (OIG) inspection replies. Charts, congressionals, plans, and other documentation on security planning covering background information, budget, evaluations, goals, initiatives, inspections, internal controls, management controls and systems, mile stone charts, Office of the Inspector General (OIG) inspection replies, operational planning systems, operations, programs, requirements, security, vulnerabilities, and other related subjects.

Disposition: Cut off file at end of every 5 calendar years. Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 103b

A110231c Security Planning-Program File - Arrange by TAGS and Terms

Description: c. All other material. Charts, congressionals, plans, and other documentation on security planning covering background information, budget, evaluations, goals, initiatives, inspections, internal controls, management controls and systems, mile stone charts, Office of the Inspector General (OIG) inspection replies, operational planning systems, operations, programs, requirements, security, vulnerabilities, and other related subjects.

Disposition: Cut off file at end of every 5 calendar years. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 103c

A110232a Security Policy Publications File

Description: Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects.

a. Master set.

Disposition: Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to National Archives after 30 years.

DispAuthNo: N1-59-94-43, item 104a

Chapter 11: Diplomatic Security Records

A110232b Security Policy Publications File

Description: Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects.

b. All other copies.

Disposition: Destroy when updated.

DispAuthNo: N1-59-94-43, item 104b

A110240a Agent Credentials - Program File

Description: Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects.

a. Receipts and related documentation. Arrange file by media identification number.

Disposition: Retain in office. Cut off file upon credential design change. Destroy 25 years after cut off date.

DispAuthNo: N1-59-94-43, item 98a

A110240b Agent Credentials - Program File - Arrange by subject

Description: Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects.

b. General correspondence.

Disposition: Retain in office. Cut off file at the end of each calendar year. Destroy 25 years after cut off date.

DispAuthNo: N1-59-94-43, item 98b

A110241 Agent Training - Case File - Arrange by agent

Description: Certificates, DSTR Training Form (DS-1889), and Request, Authorization, Agreement, and Certification of Training (SF-182) on agent basic security training or extension training covering attendance, courses, funding, transcripts, verification of training, and other related subjects.

Disposition: Cut off file at termination of employment with Department. Retire to RSC 1 year after cut off date. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 99

Chapter 11: Diplomatic Security Records

A110242 Class - Program File - Arrange by class

Description: Certificates, and memorandums on security training covering attendance records, class schedules, evaluations, instructor notes, report cards, rosters, travel vouchers, and other related subjects.

Disposition: Cut off file at end of class. Destroy 10 years after cut off date.

DispAuthNo: N1-59-94-43, item 100

A110243 Emergency Security Support - Program File - Arrange by post

Description: Telegrams and other documentation on posts emergency security support covering American community briefings, counter-terrorism defensive driving, counter threats, deployments, emergencies, evacuations, firearms, hostages, improvised explosive devices (IED), local guards, operations, personal protection, post security programs, protection, responses, safety, security, security situations, security support teams (SST), surveillance, terrorists, threats, U.S. Marine Corps security guards, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 95

A110244 Security Grant Administrative File

Description: Correspondence relating to routine operations and daily activities in administration of the grant program.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-94-43, item 106

A110245 Security Grant Case Files

Description: Individual grants (originals) and cooperative agreements (originals) on antiterrorism training, protective services, and covering amendments, basic agreements, cash transaction reports, certifications, correspondence, expenditures, F.B.I, Federal Assistance Award (DS-1909), final products, final reports, grant policy directives, grant program, local police, OIG audit reports, Cost Principles for State and Local Governments, Grants and Cooperative Agreements (with State and Local Governments, and universities), operational responsibilities, payments (copies of), protection, reports, schedules, services, state police, tasking orders, training, vehicles, and other related subjects.

Disposition: Destroy 3 year after final payment or termination of agreement whichever is sooner.

DispAuthNo: N1-59-94-43, item 105

Chapter 11: Diplomatic Security Records

A110246 Mobile Training Teams - Program File

Description: Telegrams and reports on posts security training by mobile training teams (MTT) covering scheduled training, security support teams (SST) for unscheduled training, closing reports, crimes, counter threats, courses, course schedules, deployments, evacuations, personal security, protective training, safe haven emergency medical care training, security operations, terrorism, security training programs, terrorism, travel, trip reports, U.S. Marine Corps security guards, visits, and other related subjects.

Arrange file by post.
Cut off file at end of each calendar year.

Disposition: Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 96

A110247a RSO and SEO Training Class - Program File - Arrange by class

Description: a. RSO Classes. Correspondence, maps, memorandums, reports, slides, videos, and Request, Authorization, Agreement, & Certification of Training (SF-182) on regional security officer (RSO) and security engineering officer (SEO) training covering background and briefing materials, construction, counter-terrorism, course materials, courses, diplomatic couriers, engineering, handouts, instructors, instructor notes, investigations, local guards, locks, notifications, U.S. Navy Seabees, requests to teach, schedules, security awareness, speakers, special training, student rosters, surveillance, technical security awareness, travel, U.S. Marine Corps security guards, and other related subjects.

Arrange files by class.
Cut off files at end of each calendar year.

Disposition: Cut off at the end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: N1-59-94-43, item 94a

A110247b RSO and SEO Training Class - Program File - Arrange by class

Description: b. SEO Classes. Correspondence, maps, memorandums, reports, slides, videos, and Request, Authorization, Agreement, & Certification of Training (SF-182) on regional security officer (RSO) and security engineering officer (SEO) training covering background and briefing materials, construction, counter-terrorism, course materials, courses, diplomatic couriers, engineering, handouts, instructors, instructor notes, investigations, local guards, locks, notifications, U.S. Navy Seabees, requests to teach, schedules, security awareness, speakers, special training, student rosters, surveillance, technical security awareness, travel, U.S. Marine Corps security guards, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 94b

Chapter 11: Diplomatic Security Records

A110248a Training Courses - Program Files - Arrange by course

Description: Memorandums, summary reports, and other documentation on the design and evaluation of training courses or lesson plans covering course historical documentation, data, development and final plans, evaluations, instructional aids and objectives, RSO's, SEO's, student handbouts, working lesson plans, and other related subjects.

a. Course Design and Evaluation File

Disposition: Retain in office. Cut off course file when obsolete and place in inactive file. Destroy 25 years after cut off date.

DispAuthNo: N1-59-94-43, item 97a

A110248b Training Courses - Program Files - Arrange by course

Description: Memorandums, summary reports, and other documentation on the design and evaluation of training courses or lesson plans covering course historical documentation, data, development and final plans, evaluations, instructional aids and objectives, RSO's, SEO's, student handbouts, working lesson plans, and other related subjects.

b. Course Lesson Plans - Master Copy File

Disposition: Retain in office. Cut off course file when obsolete and place in inactive file. Destroy 25 years after cut off date.

DispAuthNo: N1-59-94-43, item 97b

Chapter 11: Diplomatic Security Records

Countermeasures and Counterintelligence**A110310a(1) Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)**

Description: a. Fire Alarm Report File. Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system.

(1) Printouts.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 36a(1)

A110310a(2) Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)

Description: a. Fire Alarm Report File. Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system.

(2) Cassettes.

Disposition: Reuse when 2 weeks old. Destroy tape when no longer usable.

DispAuthNo: N1-59-94-43, item 36a(2)

A110310b(1) Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)

Description: b. Security Alarm Report File. Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system.

(1) Printouts.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 36b(1)

A110310b(2) Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)

Description: b. Security Alarm Report File. Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system.

(2) Cassettes.

Disposition: Reuse when 2 weeks old. Destroy tape when no longer usable.

DispAuthNo: N1-59-94-43, item 36b(2)

Chapter 11: Diplomatic Security Records

A110310c Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)

Description: c. Security Monitoring Cameras File. Video Home System (VHS) video cassette tapes generated by the security monitoring cameras.

Disposition: Reuse when 1 week old. Destroy tape when no longer usable.

DispAuthNo: N1-59-94-43, item 36c

A110311a Building Pass Files

Description: a. Card Issuance File. Authorization to Issue Permanent Department of State Employee I.D. Card (DS-1838), Authorization to Issue Department of State Building Pass (DS-1839), and other documentation on I.D. cards and building passes covering authorizations, buildings, issuances, and other related subjects.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 35a

A110311b(1) Building Pass Files

Description: Card Activity History File. On-line history of building pass usage.

(1) Printouts.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-59-94-43, item 35b(1)

A110311b(2) Building Pass Files

Description: Card Activity History File. On-line history of building pass usage.

(2) Cassettes, floppies, and magnetic tapes.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-94-43, item 35b(2)

A110312 Building Passes for Persons who are not Department Employees - Case File

Description: Applications for Department of State Building Pass (DSP-97), and Security Investigation Data for Nonsensitive Position (SF-85) on persons who are not Department employees covering applications, building passes, investigations, and other related subjects.

Disposition: Destroy 1 year after cancellation of pass.

DispAuthNo: N1-59-94-43, item 30

Chapter 11: Diplomatic Security Records

A110313 Data Cards File

Description: Data cards on individuals covering the issuance of building passes.

Disposition: Destroy when new pass is issued or at termination of employment.

DispAuthNo: N1-59-94-43, item 31

A110314 Facilities Physical Security - Program File - Arrange by TAGS and Terms

Description: Accrediting reports, copies of contracts, memorandums, status reports, surveys, and telegrams on physical security for facilities covering advice of allotments, antennas, certifications, comments, controlled access areas, construction, designs, drawings, funding, installations, new office buildings (NOB), plans, projects, rehabilitations, requirements, reviews, shipping, space, surveys, and other related subjects.

Disposition: Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 7 years after cut off date.

DispAuthNo: N1-59-94-43, item 51

A110315 Fire and Security Alarms File - Arrange by TAGS and Terms

Description: Correspondence, and reports on fire and security alarms covering opening and closing schedules, lists of authorized personnel, alarm reports, and other related subjects.

Disposition: Cut off file at the end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: GRS 18, item 10

A110316 Industrial Security Case File

Description: Documentation on security clearances covering the facilities of private organizations, when the Department is interested in bidding on a classified contract which uses those facilities.

Disposition: Destroy upon close out of contract.

DispAuthNo: N1-59-94-43, item 40

A110317 Industrial Security Inspection File

Description: Reports on contracts covering security classification inspections.

Disposition: Destroy 6 months after closeout of contract.

DispAuthNo: N1-59-94-43, item 41

Chapter 11: Diplomatic Security Records

A110318a Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: a. Entry Notices.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-43, item 32a

A110318b Internal Investigation - Program Files - Arrange by case. Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: b. Evidence. Reports, testimony, witnesses' statements, etc.

Disposition: Destroy 2 years after case is completed.

DispAuthNo: N1-59-94-43, item 32b

A110318c Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: c. Forms.

Accident Report, GSA (SF-94-A)
Claim for Damage, Injury or Death (SF-95)
Data Bearing on Scope of Employment of Motor Vehicle Operator (OF-26)
Operator's Report of Motor Vehicle Accident (SF-91)
Statement of Witness (SF-94)

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-94-43, item 32c

Chapter 11: Diplomatic Security Records

A110318d(1) Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: d. Logs

(1) Short Term Logs

Equipment Issue Log,
Key Sign Out Log,
Post Duty Log,
Tape Log,
24 Hour Duty Log.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-43, item 32d(1)

A110318d(2) Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: d. Logs

(2) Long Term Logs

Alarm Logs,
Employee Logs,
Visitor Logs.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-94-43, item 32d(2)

A110318e Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: e. Property Passes.

Disposition: Destroy 3 months after expiration date.

DispAuthNo: N1-59-94-43, item 32e

Chapter 11: Diplomatic Security Records

A110318f(1) Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: f. Reports.

(1) Short Term Reports.

Post Inspection Reports.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-43, item 32f(1)

A110318f(2) Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: f. Reports.

(2) Long Term Reports.

Event Reports,
Lost and Found Reports,
Vehicle Activity and Inspection Reports,
Vehicle Incident Reports,
Vehicle Maintenance Reports,
Vehicle Monthly Reports.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-94-43, item 32f(2)

A110318f(3) Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: (3) Access Control Reports, Guard Services Contract.

Daily Assignment Report,
General Inventory Report,
Key Inventory Report,
Master Inventory Report,
Post Inventory Report.

Disposition: Destroy 2 years after end of contract.

DispAuthNo: N1-59-94-43, item 32f(3)

Chapter 11: Diplomatic Security Records

A110318g Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: g. Security Violations.

Disposition: Destroy 2 years after final action.

DispAuthNo: N1-59-94-43, item 32g

A110318h Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: h. VIP Pin Request.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-43, item 32h

A110319 Special Events Security - Program File - Arrange by event

Description: Correspondence, memorandums, reports, on all aspects of physical security for special events that the Department hosts covering conferences, dignitary visits, guard orders, guests and participants lists, local police, meetings, requests for security requirements, technical security, training, U.S. Marine Corps, VIP escort requests, and other related other subjects.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-43, item 34

A110320 Countermeasures - Program File - Arrange by TAGS and Terms

Description: Memorandums, reports, and telegrams on technical and physical security covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, debugging, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related subjects.

Disposition: Cut off at the end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: N1-59-94-43, item 62

Chapter 11: Diplomatic Security Records

A110321a Counterintelligence - Case Files

Description: a. Historical Files. Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.

Disposition: Permanent. Designate as permanent at time the case takes on significance. Retire to RSC 3 years after case closes for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 4a

A110321b Counterintelligence - Case Files

Description: b. All other cases.

Disposition: Review every 5 years. Destroy 20 years after determination date that the case no longer has any security interest.

DispAuthNo: N1-59-94-43, item 4b

A110322 Device Finds Files - Arrange alphabetically by name of post

Description: Memorandums, reports, correspondence, photographs, diagrams, and other material relating to technical penetration of U.S. overseas facilities and the analysis of those devices. Also included are publications and reports of the U. S. Intelligence Board, Security Committees, Technical Surveillance Countermeasures Subcommittee. Files date primarily from the 1940s to the 1980s.

Disposition: Permanent. Retire to RSC 10 years after case is closed for transfer to WNRC. Transfer to the National Archives 30 years after case is closed.

DispAuthNo: N1-59-94-43, item 6

A110323 Emanations Security - Program File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, reports, studies, and telegrams on emanation security covering coordination, equipment, inspections, product evaluation, shielding, tempest, testing, training, zones of control, and other related subjects.

Disposition: Cut off file at the end of every 5 calendar years. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 63

A110324 Emanations Security Post - Program File - Arrange by post

Description: Memorandums, reports, and telegrams on emanation security covering Automated Emanations Security Operations Program (AESOP) reports, construction, coordination, equipment, floor plans, inspections, shielding, tempest, testing, travel schedules, zones of control, and other related subjects.

Disposition: Destroy 4 years after all requirements have been met.

DispAuthNo: N1-59-94-43, item 64

Chapter 11: Diplomatic Security Records

A110325 Engineering Security - Arrange by posts

Description: Engineering Security Services Report (DS-1539), forms, memorandums, monthly status reports, technical reports, and other documentation on engineering security covering countermeasures, drawings, engineering, ESC (Engineering Security Center), equipment, floor plans, inspections, installations, penetration, security technology, support services, surveillance, surveys, technical services, visits, and other related subjects.

Disposition: Cut off file at the end of 3 calendar years. Microfiche file when 3 years old. Destroy paper file after filming. Retire microfiche to RSC when 12 years old for transfer to WNRC. Destroy microfiche when 30 years old.

DispAuthNo: N1-59-94-43, item 9

A110326 Research and Development Project Precedent Case File

Description: This file contains only historical or technologically significant cases. Records documenting the complete history of the project from initiation through completion and including a copy of contract, request for proposal (RFP) and supporting documents, drawings specifications, evaluation reports, and related correspondence.

Cut off file at end of every 5 calendar years.

Disposition: Permanent. Cut off file at the end of 5 calendar years. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 7

A110327 Technical Threat Assessment - Program File - Arrange by TAGS and Terms

Description: Analysis material, collected threat information, memorandums, telegrams, and other documentation on defensive technical analysis covering facilities, intelligence, personnel, programs, and other related subjects.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 27

Chapter 11: Diplomatic Security Records

A110328 U.S. Intelligence Board/Technology Security Coordination Group - (USIB/TSCG) - Audio Countermeasures Subcommittee File - Arrange by TAGS and Terms

Description: Record copies of reports and related documentation.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC when no longer needed. Transfer to WNRC after 3 years. Transfer to The National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 8

A110330 Control Officer's - Program File - Arrange by TAGS and Terms

Description: Operational chronologies on controlled pouch trips to selected posts covering airway bills, deliveries to controlled access areas (CAA), tasks, telephones, warehouse set ups, vehicles, and other related subjects.

Disposition: Cut off file at end of each year. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 14

A110331a Missing Pouch File - Documentation on diplomatic pouches covering "out of control pouches" classified or unclassified

Description: a. Pouches that have never been recovered.

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-94-43, item 13

A110331b Missing Pouch File - Documentation on diplomatic pouches covering "out of control pouches" classified or unclassified

Description: b. Pouches that have been recovered.

Disposition: Retire to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-43, item 13

A110332 Diplomatic Courier Contract - Program File - Arrange by vendor

Description: Copies of contracts on companies performance of courier services.

Disposition: Destroy 1 year after termination of the contract.

DispAuthNo: N1-59-94-43, item 17

Chapter 11: Diplomatic Security Records

A110333 Diplomatic Courier Post - Program File - Arrange by TAGS and Terms

Description: Documentation on the Department's courier operations program covering assignments, couriers, funding, routes, schedules, travel, weight messages, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: N1-59-94-43, item 12

A110334 Diplomatic Courier - Program File - Arrange by TAGS and Terms

Description: Documentation on the Department's courier operations program covering couriers, funding, guidelines, policies, procedures, closing of courier services, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 10 years after cut off date.

DispAuthNo: N1-59-94-43, item 11

A110335 Diplomatic Courier Trip Report - Program File

Description: Completed Diplomatic Courier Trip Reports (FS-400) on couriers covering trip data.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-94-43, item 15

A110336 Diplomatic Courier Visa - Program File - Arrange by name

Description: Memorandums, Government Travel Requests (GTR), and other documentation on When-Actually-Employed (WAE) contract couriers covering visa applications, visas, vouchers, hotel receipts, and other related subjects.

Disposition: Cut off file at end of each year. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 16

A110337 Diplomatic Pouch Certification and Receipt - Program File

Description: Diplomatic Pouch Certification and Receipts (OF-253) covering posts, pouch numbers, receipts, signatures, weight, and other related pouch shipping data.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 20

Chapter 11: Diplomatic Security Records

A110338 Official Courier Accompanied Pouch Charges (FS-452) - Program File

Description: Form FS-452 covering airlines, excess baggage charges, payments, shipping receipts, and other related subjects.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 19

A110339 Washington Regional Diplomatic Courier - Program File - Arrange by TAGS and Terms

Description: Documentation on the Department's courier operations covering airports, couriers, funding, guidelines, monthly fiscal reports, monthly narrative reports, passes, pouches, procedures, schedules, trip reports, weekly activity reports, and other related subjects.

Disposition: Cut off file at end of each year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 18

A110340 Crisis Management Exercise Controller Books - Program File - Arrange by post

Description: Books and other documentation on exercises covering specific countries.

Disposition: Destroy after new report is issued.

DispAuthNo: N1-59-94-43, item 23

A110341 Crisis Management Exercises - Program File - Arrange by post

Description: Background material and reports on exercises covering country clearances, equipment, evacuations, reports, shipments, training material, trips, and other related subjects.

Disposition: Cut off file at end of every 3 calendar years. Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 6 years after cut off date.

DispAuthNo: N1-59-94-43, item 22

A110342 Crisis Management Training - Program File - Arrange by TAGS and Terms

Description: Documentation on crisis management training exercises covering country clearances, equipment, evacuations, shipments of material, and other related subjects.

Disposition: Cut off file at end of each year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.

DispAuthNo: N1-59-94-43, item 21

Chapter 11: Diplomatic Security Records

A110343 Emergency Action Plan Policy and Procedures File - Arrange by TAGS and Terms

Description: Briefing materials, telegrams, and weekly activity reports on emergency evacuation and relocation planning covering background and development work, publication of regulations and handbooks, meetings, general policy papers, and other related subjects.

Disposition: Cut off file at end of each year. Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 24

A110344 Emergency Action Plans (EAP) - Program File - Arrange by post

Description: Current EAPs, correspondence, reports, and other documentation on action plan covering emergencies and evacuations.

Disposition: Destroy when replaced by a new plan.

DispAuthNo: N1-59-94-43, item 25

A110345 Emergencies - Program File - Arrange by post

Description: Telegrams, trip reports, and reports on U.S. citizens abroad in actual emergencies covering protection, evacuation, relocation and other related subjects.

Disposition: Cut off file at end of every 3 calendar years. Destroy 7 years after cut off date.

DispAuthNo: N1-59-94-43, item 26

A110350a Defensive Equipment - Program Files - Arrange by country

Description: a. Armored Vehicles File. Telegrams and reports on defensive equipment covering cars, condition, maintenance, planning, requests for, vehicles, and other related subjects.

Disposition: Destroy 1 year after vehicle is no longer owned by Department.

DispAuthNo: N1-59-94-43, item 47a

A110350b(1) Defensive Equipment - Program Files - Arrange by case

Description: b. Special Protective Equipment File. Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects.

(1) Agent's Assigned Equipment File.

Disposition: Destroy 5 years after employee departs DS.

DispAuthNo: N1-59-94-43, item 47b(1)

Chapter 11: Diplomatic Security Records

A110350b(2) Defensive Equipment - Program Files - Arrange by post

Description: b. Special Protective Equipment File. Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects.

(2) Post Assigned Equipment File.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 47b(2)

A110351a Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by TAGS and Terms

Description: a. Interagency Advisory Committee on Security Equipment (IACSE). Specifications, standards, technical information, copies of committee minutes (GSA chairs committee).

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 48a

A110351b(1) Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects

Description: b. Technical Data File.

(1) Technical reference materials on classified storage equipment.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 48b(1)

A110351b(2) Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by post

Description: b. Technical Data File.

(2) Telegrams.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 48b(2)

Chapter 11: Diplomatic Security Records

A110351c Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by subject

Description: c. Training Material File.

Disposition: Destroy when updated or obsolete.

DispAuthNo: N1-59-94-43, item 48c

A110352 Plain Text Processing Equipment - Program File - Arrange by TAGS and Terms

Description: Memorandums, telegrams, and other documentation on plain text processing equipment covering certifications, classified information processing equipment (CIPE), controlled access reas, emergencies, engineering, equipment, evaluations, maintenance, opinions, policies, shipments, studies, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 66

A110353a Security Equipment and Maintenance (SEMP) - Program Files - Arrange by subject

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

a. Bill of Materials File. Pick list, materials, and shipping information.

Disposition: Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 49a

A110353b(1) Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms Blanket Purchase Agreements Files

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

b. Blanket Purchase Agreements Files

(1) Data. Copies of invoices, Imemorandums, order registers on BPA's covering accounting data, fiscal data, and funding information.

Disposition: Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 49b(1)

Chapter 11: Diplomatic Security Records

A110353b(2) Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

b. Blanket Purchase Agreements Files

(2) Transactions. Transmittal sheets on BPA's covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.

Disposition: Cut off file at the end of each fiscal year. Destroy 3 years after completion of contract.

DispAuthNo: N1-59-94-43, item 49b(2)

A110353c Security Equipment and Maintenance (SEMP) - Program Files

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

c. Copies of Award/Contract (SF-26).

Disposition: Destroy 3 years after completion of contract.

DispAuthNo: N1-59-94-43, item 49c

A110353d Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

d. Memorandums, telegrams, and other documentation on inventories covering security equipment.

Disposition: Destroy when updated.

DispAuthNo: N1-59-94-43, item 49d

Chapter 11: Diplomatic Security Records

A110353e(1) Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

e. Logistics Program File. Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subject.

(1) Copies of contracts.

Disposition: Destroy 1 year after termination of contract.

DispAuthNo: N1-59-94-43, item 49e(1)

A110353e(2) Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

e. Logistics Program File. Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subject.

(2) All other material.

Disposition: Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 49e(2)

A110353f Security Equipment and Maintenance (SEMP) - Program Files

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

f. Post File. Status reports and telegrams on services provided to posts by contractors covering equipment, post trip itineraries, shipping, and other related subjects.

Disposition: Destroy 1 year after termination of contract.

DispAuthNo: N1-59-94-43, item 49f

Chapter 11: Diplomatic Security Records

A110353g Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

g. Order-Supplies or Services (DS-1089), and Receiving and Inspection Report (OF-127) covering inventory check lists, local operating funds, packing lists, truck tickets, and other related subjects.

Disposition: Cut off file at end of fiscal year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 49g

A110353h Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

h. Purchase Orders and Requisitions File. Order-Supplies or Services (DS-1089), and support request forms purchases.

Disposition: Cut off file at end of fiscal year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 49h

A110353i(1) Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

i. Shipping File. Covering funding and funding sites.

(1) Government Bills of Lading, memorandums, telegrams, and Diplomatic Pouch Mail Registration (OF-120) on shipping

Disposition: Cut off file at end of fiscal year. Destroy 5 years after cut off date.

DispAuthNo: N1-59-94-43, item 49i(1)

Chapter 11: Diplomatic Security Records

A110353i(2) Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

i. Shipping File. Covering funding and funding sites.

(2) Telegrams on equipment shipments

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 49i(2)

A110353j Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

j. Memorandums, and telegrams on technical surveillance countermeasures covering equipment, inquiries, Diplomatic Pouch Mail Registration (OF-120), requests, shipping messages, and other related subjects.

Disposition: Cut off file at the end of every 3 fiscal years. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 49j

A110353k Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

k. Correspondence, diagrams, memorandums, telegrams, and trip reports (in process and final) covering posts, technical equipment information, visa requirements, and other related subjects.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-94-43, item 49k

A110354 Security Product Certification File - Arrange by vendor and product

Description: Records on specifications for test and evaluation of vendor products, and design drawings.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 56

Chapter 11: Diplomatic Security Records

A110355 Transit Security Contracts - Arrange by case

Description: Copies of contracts, correspondence, memorandums, and related documentation on transit security covering shipments, services, and other related subjects.

Disposition: Destroy 7 years after completion of contract.

DispAuthNo: N1-59-94-43, item 61

A110356 Transit Security Plans - Program File - Arrange by shipment

Description: Correspondence, memorandums, surveys, and telegrams on transit security covering customs, plans, preclearances, procurement, projects, shipments, specifications, storage, and other related subjects.

Disposition: Destroy 1 year after all invoices and vouchers have been paid or investigation has been completed.

DispAuthNo: N1-59-94-43, item 60

A110360a Communications Security (COMSEC) Violations - Program File - Arrange by post

Description: Report of Violation of Communications Security (FS-507) and other documentation on communications security (COMSEC) covering infractions, loss, theft, or unauthorized viewing of cryptographic material, the transmission of unencrypted classified telegrams by exposed communications channel, and other related subjects.

a. On-going Cases.

Disposition: Retain in office until case is closed.

DispAuthNo: N1-59-94-43, item 39a

A110360b Communications Security (COMSEC) Violations - Program File - Arrange by post

Description: Report of Violation of Communications Security (FS-507) and other documentation on communications security (COMSEC) covering infractions, loss, theft, or unauthorized viewing of cryptographic material, the transmission of unencrypted classified telegrams by exposed communications channel, and other related subjects.

b. Inactive cases that have long terms security interest.

Disposition: Retain in office until there has been no active interest for 10 years then retire to RSC for transfer to WNRC. Destroy 30 years after date RSC received.

DispAuthNo: N1-59-94-43, item 39b

Chapter 11: Diplomatic Security Records

A110360c Communications Security (COMSEC) Violations - Program File - Arrange by post

Description: Report of Violation of Communications Security (FS-507) and other documentation on communications security (COMSEC) covering infractions, loss, theft, or unauthorized viewing of cryptographic material, the transmission of unencrypted classified telegrams by exposed communications channel, and other related subjects.

c. Closed cases that have no further security interest.

Disposition: Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 7 years after cut off date.

DispAuthNo: N1-59-94-43, item 39c

A110361 File Cabinet or Vault Security Forms

Description: Forms: Security Container Information (SF-700) and Security Container Checksheet (SF-702) used to record access to unclassified sensitive, administratively controlled, or classified information, and valuable equipment and property in file cabinets, file safes, or other security containers, and vaults, controlled access areas, and facilities.

Disposition: Destroy 1 year after last date entered on sheet.

DispAuthNo: NC-59-75-2, item 3

A110362a Information Security Files - Arrange by TAGS and Terms

Description: Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects.

a. Program File.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 37a

Chapter 11: Diplomatic Security Records

A110362b Information Security Files - Arrange by post

Description: Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects.

b. Post File.

Disposition: Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 5 years cut off date.

DispAuthNo: N1-59-94-43, item 37b

A110363a Information Systems Security - Program File - Arrange by post or project whenever appropriate - Arrange sub-files by TAGS and Terms when applicable

Description: Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects.

a. Computer Security Evaluation Reports (COMPUSEC) and Communication Security Evaluation Reports (COMSEC).

Disposition: Cut off file at end of each calendar year. Destroy when new report is issued.

DispAuthNo: N1-59-94-43, item 27a

A110363b Information Systems Security - Program File - Arrange by post or project whenever appropriate - Arrange sub-files by TAGS and Terms when applicable

Description: Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects.

b. All other items.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 27b

Chapter 11: Diplomatic Security Records

A110364a Security Violations - Program File - Correspondence, memorandums, telegrams, Notice of a Security Violation (OF-117), and Record of Violation (OF-118) on security violations covering classified material, security regulations, and other related subjects

Description: a. On-going Cases.

Disposition: Retain in office.

DispAuthNo: N1-59-94-43, item 38a

A110364b(1) Security Violations - Program File - Correspondence, memorandums, telegrams, Notice of a Security Violation (OF-117), and Record of Violation (OF-118) on security violations covering classified material, security regulations, and other related subjects

Description: b. Closed Cases.

(1) Historical Cases. File relating to incidents that receive Congressional, media, or major public interest.

Disposition: Permanent. Retain in office. Retire to RSC after death of violator, if known, or after 50 years, whichever comes first for immediate transfer to National Archives.

DispAuthNo: N1-59-94-43, item 38b(1)

A110364b(2) Security Violations - Program File - Correspondence, memorandums, telegrams, Notice of a Security Violation (OF-117), and Record of Violation (OF-118) on security violations covering classified material, security regulations, and other related subjects

Description: b. Closed Cases.

(2) All Other Cases.

Disposition: Destroy 5 years after case is closed.

DispAuthNo: N1-59-94-43, item 38b(2)

A110370 Building Drawings File - Arrange by post

Description: Drawings at different phases of design (conceptual, 30%, 60%, 90%, and final) on existing or new office buildings covering electrical, mechanical, and physical plans.

Disposition: Destroy 5 years after completion of project.

DispAuthNo: N1-59-94-43, item 52

Chapter 11: Diplomatic Security Records

A110371a(1) Turnkey Program

Description: a. Architectural Drawings. Drawings related to security upgrades for overseas posts identifying electrical, plumbing, structural, and other improvements of U.S. occupied buildings overseas. Upon completion of a project, all drawings and pertinent documentation covered by item 1 will be microfilmed (aperture cards and microfiche).

(1) Original architectural drawings.

Disposition: Destroy upon verification of microfilm.

DispAuthNo: N1-59-90-25, item 2a

A110371a(2) Turnkey Program

Description: a. Architectural Drawings. Drawings related to security upgrades for overseas posts identifying electrical, plumbing, structural, and other improvements of U.S. occupied buildings overseas. Upon completion of a project, all drawings and pertinent documentation covered by item 1 will be microfilmed (aperture cards and microfiche).

(2) Master set of microfilm.

Disposition: Retain in DS. Retire to RSC 10 years after completion of Turnkey Program. Destroy when 20 years old.

DispAuthNo: N1-59-90-25, item 2b

A110371a(3) Turnkey Program

Description: a. Architectural Drawings. Drawings related to security upgrades for overseas posts identifying electrical, plumbing, structural, and other improvements of U.S. occupied buildings overseas. Upon completion of a project, all drawings and pertinent documentation covered by item 1 will be microfilmed (aperture cards and microfiche).

(3) Duplicate set of microfilm.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-90-25, item 2c

A110371b Turnkey Program

Description: b. Survey Reports and Specifications. Proposals, reports, and other documentation, exclusive of architectural drawings, related to TURNKEY projects.

Disposition: Permanent. Transfer to WNRC when one year old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-90-25, item 1

Chapter 11: Diplomatic Security Records

A110372 Construction Evaluation and Review File - Arrange by post or geographic area

Description: Small construction drawings, telegrams, requests for review, comments, post specific information, and other material.

Disposition: Cut off file after update. Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 55

A110373 Construction Security Certification - Program File - Arrange by post

Description: Congressionals, correspondence, memorandums, notes, and telegrams on construction security certifications (document, physical, technical) covering background information, buildings, certifications, comments, construction, drawings, inspections, phases, plans, projects, renovations, residences, security, standards, and other related subjects.

Disposition: Retire to RSC 3 years after certification for transfer to WNRC. Destroy 10 years after certification.

DispAuthNo: N1-59-94-43, item 50

A110374a Penetration Post - Program Files

Description: Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects.

a. Active Cases.

Disposition: Review annually. Transfer to inactive file 3 years after determination case no longer has security interest.

DispAuthNo: N1-59-94-43, item 29a

A110374b Penetration Post - Program Files

Description: Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects.

b. Inactive Cases.

Disposition: Permanent. Retire to RSC 10 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 29b

Chapter 11: Diplomatic Security Records

A110375 Post Security Drawings - Arrange by post

Description: Conceptual drawings on building security covering different building stages.

Disposition: Destroy when updated or obsolete.

DispAuthNo: N1-59-94-43, item 28

A110376 Local Guard - Program File - Arrange by post

Description: Invoices (copies), memorandums, and telegrams on local guards covering body guards, contracts, finances, funding ceilings, mobil security patrols, official buildings security, personnel services contracts, profile surveys, radios, uniforms, vehicles, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 42

A110377 Post Residential Security Program File - Arrange by TAGS and Terms

Description: Maps, memorandums, photographs, surveys, and telegrams on residential security covering alarms, crime information, direct hire employees, funding, grills, guidance, lighting, locks, monthly status reports, personal residences, physical security, travel, trip reports, and related subjects.

Disposition: Cut off file at end of every 3 calendar years. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 46

A110378a U.S. Marine Corps - Security Guards - Arrange by subject

Description: a. Program History File. Agreements, correspondence with the Commandant U.S. Marine Corps, memorandums, memorandums of agreement, memorandums of understanding, and telegrams on the assignment of U.S. Marines at Foreign Service posts around the world covering detachments, graduation programs, guard program, guards, guidelines, personnel, policies, requests for assistance, schools, security, and other related subjects.

Disposition: Permanent. Cut off file at end of every 5 calendar years. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to National Archives 15 years after cut off date.

DispAuthNo: N1-59-94-43, item 43

Chapter 11: Diplomatic Security Records

A110378b U.S. Marine Corps - Security Guards - Arrange by TAGS and Terms

Description: b. Administrative File. Administrative and operational correspondence on the assignment of U.S. Marines at Foreign Service posts covering: advice of allotment, allowances, assignments, clothing, copies of orders, drop reports, funding, inspection reports, payments, reassignments, temporary duty assignments (TDY), vehicles, and other related subjects.

Disposition: Cut off file at end of each calendar year. Retire to RSC 5 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.

DispAuthNo: N1-59-94-43, item 44

A110378c U.S. Marine Corps - Security Guards

Description: c. Case File. Record of Marine Security Guard (DST-939) on U.S. Marines assignments at posts covering security clearances, assignment information, and other related subjects.

Disposition: Destroy 30 years after the end of first assignment.

DispAuthNo: N1-59-94-43, item 45

A110380 OIG Inspection/Audit File - Arrange by geographic area

Description: Copies of OIG (Office of Inspector General) inspection, security oversight, and audit reports; documents relating to tasking actions involving OIG report recommendations; and reports of coordinating actions and responses to OIG recommendations.

Disposition: Cut off file at the end of each calendar year. Destroy when 2 years old after action is closed by the OIG or when no longer needed whichever is sooner.

DispAuthNo: N1-59-94-43, item 59

A110381a Program Standards and Policy Files - Arrange by subject

Description: Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

a. Master Set of Standards.

Disposition: Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-94-43, item 53a

Chapter 11: Diplomatic Security Records

A110381b Program Standards and Policy Files - Arrange by subject

Description: Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

b. Master Set of Policies.

Disposition: Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-94-43, item 53b

A110381c Program Standards and Policy Files

Description: Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

c. Drafts of Standards.

Disposition: Destroy 3 months after standards are published.

DispAuthNo: N1-59-94-43, item 53c

A110381d Program Standards and Policy Files

Description: Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

d. Drafts of Policies.

Disposition: Destroy 3 months after standards are published.

DispAuthNo: N1-59-94-43, item 53d

A110382 Requests for Waiver of Physical Security Standards - Arrange by post or geographically

Description:

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 54

Chapter 11: Diplomatic Security Records

A110383a Systems Development and Evaluation Laboratory - Program File

Description: Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.

a. Current Equipment - Research File. Research on existing equipment and systems in use.

Disposition: Maintain until updated or the equipment is no longer used by the Department.

DispAuthNo: N1-59-94-43, item 65a

A110383b Systems Development and Evaluation Laboratory - Program File

Description: Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.

b. Proposed Equipment - Research File. Research on proposed equipment for future use.

Disposition: Destroy 5 years after the equipment is determined to be of no further use to the Department.

DispAuthNo: N1-59-94-43, item 65b

A110383c(1) Systems Development and Evaluation Laboratory - Program File

Description: Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.

c. Obsolete Equipment - Research File. Completed research on equipment no longer in use.

(1) Research material of continued interest to the Department.

Disposition: Maintain until the Department has no further interest.

DispAuthNo: N1-59-94-43, item 65c(1)

Chapter 11: Diplomatic Security Records

A110383c(2) Systems Development and Evaluation Laboratory - Program File

Description: Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.

c. Obsolete Equipment - Research File. Completed research on equipment no longer in use.

(2) Research material no longer of interest to the Department.

Disposition: Destroy 5 years after determined to be of no further interest to the Department.

DispAuthNo: N1-59-94-43, item 65c(2)

A110390a Course Materials

Description: a. Active Courses File. Plans of instruction, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and correspondence and memorandums relating to completed development and/or revision.

Disposition: Destroy 1 year after course has been revised or terminated.

DispAuthNo: N1-59-94-43, item 2a

A110390b Course Materials

Description: b. Course Development Working File. Working drafts of Anti-terrorism assistance (ATA) course descriptions, plans of instruction, lesson plans, and training materials, and correspondence and memorandums to ongoing development and revision.

Disposition: Transfer correspondence and memorandums to Active Courses File upon completion of development. Destroy working drafts 1 year after development or revision is completed and course is approved.

DispAuthNo: N1-59-94-43, item 2b

A110391 External Training Support File - Arrange by training facility and course

Description: Records on training requests from outside sources, schedule of classes, class rosters, lesson plans, handouts, and training aids.

Disposition: Cut off file at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is sooner.

DispAuthNo: N1-59-94-43, item 57

Chapter 11: Diplomatic Security Records

A110392 Internal Training Support File - Arrange by training course

Description: Records on training requests requiring procurement action, training course requirements, schedule of classes, and attendance rosters.

Disposition: Cut off file at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is sooner.

DispAuthNo: N1-59-94-43, item 58

A110393 Training Activities File - Arrange by activity number within a fiscal year

Description: Documents related to the implementation of specific training assistance, including: relevant cables, participants rosters and itinerary, training provider task orders, training evaluation reports, program officer evaluation reports, escort reports, and incident reports.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-94-43, item 3

Chapter 11: Diplomatic Security Records

Diplomatic Security and Services**A110410 Field Office - Program File - Arrange by TAGS and Terms**

Description: Correspondence, reports, and other documentation on Field Office operations covering background security investigations, criminal investigations, foreign dignitaries, instructions, investigations, law enforcement agencies, liaison with foreign missions, offenses, passport fraud, procedures, prospective employees, protection, resident foreign officials, security, visa fraud, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: N1-59-94-43, item 69

A110411 Other Agency Investigations - Case File

Description: Documentation on Department investigations, requested by other agencies, covering security, and other related subjects.

Disposition: Destroy 1 year after case is closed.

DispAuthNo: NC1-59-77-05, item 1

A110412a(1) Passport Investigation Case Files

Description: a. Headquarters Files.

(1) Routine Passport Cases. Correspondence, reports and other documentation on passport applicant investigations in order to determine U.S. citizenship covering criminal investigations relating to document fraud.

Disposition: Destroy 10 years after case is closed.

DispAuthNo: N1-59-97-4, item 1a(1)

A110412a(2) Passport Investigation Case Files

Description: a. Headquarters Files.

(2) Arrest Cases and Other Significant Cases. Reports on investigations involving an arrest by Diplomatic Security Agents, detention, or cases involving possible litigation.

Disposition: Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old.

DispAuthNo: N1-59-97-4, item 1a(2)

Chapter 11: Diplomatic Security Records

A110412b Passport Investigation Case Files

Description: b. Field Office Files. Correspondence, reports, and other documentation on passport applicant investigations in order to determine U.S. citizenship covering criminal investigations related to document fraud.

Disposition: Destroy 2 years after case is closed.

DispAuthNo: N1-59-97-4, item 1b

A110413 Special Investigations - Case File

Description: Documentation on special investigations covering criminal, misconduct, security, and other related subjects.

Disposition: Transfer to Personnel Security Case File after case is closed.

DispAuthNo: N1-59-94-43, item 74

A110414 Suitability Investigation Case File

Description: Reports and other documentation on investigations covering DOS applicants and employees.

Disposition: Destroy 2 years after case is closed.

DispAuthNo: N1-59-94-43, item 70

A110415a(1) Visa Investigation Case Files

Description: a. Headquarters Files.

(1) Routine Visa Cases. Correspondence, reports, and other documentation on visa applicant investigations in order to determine visa eligibility, covering criminal investigations related to document fraud.

Disposition: Destroy 10 years after case is closed.

DispAuthNo: N1-59-97-4, item 2a(1)

A110415a(2) Visa Investigation Case Files

Description: a. Headquarters Files.

(2) Arrest Cases and Other Significant Cases. Reports on investigations involving an arrest by Diplomatic Security Agents, detention, or cases involving possible litigation.

Disposition: Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old.

DispAuthNo: N1-59-97-4, item 2a(2)

Chapter 11: Diplomatic Security Records

A110415b Visa Investigation Case Files

Description: b. Field Office Files. Correspondence, reports, and other documentation on visa applicant investigations in order to determine visa eligibility covering criminal investigations related to document fraud.

Disposition: Destroy 2 years after case is closed.

DispAuthNo: N1-59-97-4, item 2b

A110416 Visit File - Arrange by case

Description: Reports and site surveys on visiting domestic and foreign dignitaries covering their arrival, protection, and other related subjects.

Disposition: Destroy 2 years after case is closed.

DispAuthNo: N1-59-94-43, item 73

A110420 Security Legal Services - Program File - Arrange by subject

Description: Correspondence, memorandums, telegrams and other documentation on legal issues covering security programs and projects.

Disposition: Permanent. Cut off file when program or project is terminated. Retire to RSC 5 year after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 67

A110421 Litigation Cases - Reference File

Description: Copies of pending litigation documents and other legal documentation on security matters.

Disposition: Cut off file when case is closed. Destroy 3 months after case is closed or when no longer needed.

DispAuthNo: NR

A110430 Contractor Security - Case File

Description: Documentation on contractor investigations covering clearances, security, and other related subjects.

Disposition: Cut off at the end of year in which security clearance expired. Destroy 5 years after the expiration of security clearance.

DispAuthNo: N1-59-94-43, item 80

Chapter 11: Diplomatic Security Records

A110431a Department of State Personnel Security Case File - Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters

Description: a. Program Policy and General Subject Files.

Disposition: Permanent. Cut off when no longer needed for current business. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 81a

A110431b(1) Department of State Personnel Security Case File - Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters

Description: b. Applicant Files.

(1) Successful. File material under Employee Files.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-94-43, item 81b(1)

A110431b(2) Department of State Personnel Security Case File - Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters

Description: b. Applicant Files.

(2) Unsuccessful.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-94-43, item 81b(2)

A110431c(1) Department of State Personnel Security Case File

Description: c. Employee Files.

(1) Top Echelon Files.

Disposition: Permanent. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 81c(1)

Chapter 11: Diplomatic Security Records

A110431c(2) Department of State Personnel Security Case File

Description: c. Employee Files.

(2) Historical Files.

Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.

Disposition: Designate as permanent at time the case takes on significance. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 81c(2)

A110431c(3) Department of State Personnel Security Case File

Description: c. Employee Files.

(3) All other case files.

Disposition: Retire to RSC 5 years after separation for transfer to WNRC. Destroy 20 years after separation.

DispAuthNo: N1-59-94-43, item 81c(3)

A110431d Department of State Personnel Security Case File

Description: d. Microfilm. Microfiche or microfilm of case files.

Disposition: Retire to RSC 5 years after date of most recent separation for transfer to WNRC. Destroy 20 years after the date of the most recent separation.

DispAuthNo: N1-59-94-43, item 81d

A110432 Privacy Act General - Administrative File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, notices, and other documentation on the Privacy Act covering DS's implementation of the Act.

Disposition: Cut off file at end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: GRS 14, item 26

A110433a Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended

Description: a. Copy of requestor's letter, final response, record of areas searched, results, and Request TRansmittal Sheet (DS-1748).

Disposition: Retire to DS central file when 2 years old or after final action.

DispAuthNo: N1-59-94-43, item 102a

Chapter 11: Diplomatic Security Records

A110433b Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended

Description: b. All other items.

Disposition: Destroy 2 years after final action.

DispAuthNo: N1-59-94-43, item 102b

A110440 Monthly Activity Reports File - Arrange by post

Description: Monthly Activity Reports on security received each month from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 83

A110441 Post Security - Program File

Description: Correspondence, memorandums, reports, and telegrams on posts security activities covering ambassador briefings, anti-terrorist assistance, buildings and grounds, crimes, crisis management, emergency action committees, local guards, management inspections, post profile reports, protection, RSO travel, security committees and groups, surveys, technical security, terrorism, threats, U.S. Marines, and other related subjects.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 85

A110442 Security Survey Reports File

Description: Physical Security Surveys, supplementals, exhibits, and supporting documentation on physical security covering U.S. Government owned facilities abroad.

Disposition: Destroy when superseded by new report.

DispAuthNo: NC1-59-80-3

A110450 City Closing Report - Program File

Description: Advance reports, place survey reports, maps, and correspondence on physical and security problems covering airports, hotels, public places, and other related subjects.

Disposition: Destroy when report has been updated.

DispAuthNo: N1-59-94-43, item 91

Chapter 11: Diplomatic Security Records

A110451 Foreign Dignitaries and U.S. Officials Protective Detail - Case File

Description: Correspondence, memorandums, telegrams, and other documentation on protective security details provided to visiting dignitaries and U.S. Government officials (other than the Secretary of State) covering agent time sheets, biographic information, bulletins, command post logs, expenditures, maps, schedules, summary sheets, and other related subjects.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-59-78-11, item 3

A110452 Protective Liaison Country - Program File - Arrange by TAGS and Terms

Description: Diplomatic notes, copies of faxes, memorandums, activity reports, telegrams, and other documentation on diplomatic protection liaison assistance and support with national and international law enforcement agencies covering airports, consulate security surveys, demonstrations, details, diplomatic immunity, escorts, International Association of Chiefs of Police (IACP), investigations, traveling foreign officials and U.S. dignitaries, foreign mission property, requests for protective security, terrorist information, threats, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 1 year after cut off date.

DispAuthNo: N1-59-94-43, item 89

A110453 Protective Liaison Reimbursement - Program File - Arrange by TAGS and Terms

Description: Bills, correspondence, invoices, memorandums, and other documentation on reimbursements for protective security of foreign diplomats and missions covering budgets, cellular telephones, contracts, cooperative and interagency agreements, equipment inventories, foreign mission property throughout the U.S., security coverage, tasking orders, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 7 years after cut off date.

DispAuthNo: N1-59-94-43, item 90

A110454a Threat - Case File - Correspondence, reports, and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property - Arrange by country

Description: a. Cases concerning diplomats, American citizens, Department personnel or families, Department facilities or property, and cases of an unusual nature.

Disposition: Permanent. Retire to RSC when no longer needed. Transfer to WNRC 1 year after received by RSC. Transfer to the National Archives when 30 years old.

DispAuthNo: NC-59-75-2 item 1a

Chapter 11: Diplomatic Security Records

A110454b Threat - Case File - Correspondence, reports, and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property - Arrange by country

Description: b. All other cases.

Disposition: Destroy when 10 years old.

DispAuthNo: NC-59-75-2 item 1b

A110455 United Nations General Assembly (UNGA) Planning and Preparation Program File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on administrative planning and preparations for UNGA protective operations covering contracts, equipment, hotels, locator lists, protective detail assignments, support agents, and other related subjects.

Disposition: Cut off file at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-59-94-43, item 88

A110460 Interagency Rewards Committee

Description: Minutes of meetings and copies of the memorandums and reports to the Secretary of State and the Attorney General reflecting decisions of the committee.

Disposition: Permanent. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 78

A110461a Overseas Security Advisory Council (OSAC) File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, telegrams and publications on overseas security problems covering businesses, business information, charter of OSAC, classified information, coordination, corporations, council members, emergency planning, enterprises, exchange of information, facilities, families, liaison, meetings, other agencies, personnel, private organizations, private sector, programs, protective security, questionnaires, security awareness, terrorism, threats, vulnerabilities, and other related subjects.

a. Records documenting the accomplishments of OSAC maintained by Department as OSAC chair. Records relating to: establishment, organization, membership, and policy of OSAC; and records created by OSAC: agenda, minutes, final reports, and related records documenting the accomplishments of OSAC maintained by Department as OSAC chair.

Disposition: Permanent. Cut off file at end of calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 86a

Chapter 11: Diplomatic Security Records

A110461b Overseas Security Advisory Council (OSAC) File

Description: Correspondence, memorandums, telegrams and publications on overseas security problems covering businesses, business information, charter of OSAC, classified information, coordination, corporations, council members, emergency planning, enterprises, exchange of information, facilities, families, liaison, meetings, other agencies, personnel, private organizations, private sector, programs, protective security, questionnaires, security awareness, terrorism, threats, vulnerabilities, and other related subjects.

b. All other OSAC records.

Disposition: Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.

DispAuthNo: N1-59-94-43, item 86b

A110462a Overseas Security Policy Group File (OSPG) - Arrange by TAGS and Terms

Description: Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects.

a. Records documenting the accomplishments of OSPG maintained by Department as OSPG chair. Records relating to: establishment, organization, membership, and policy of OSPG; and records created by OSPG: agenda, minutes, final reports, and related records documenting the accomplishments of OSPG maintained by Department as OSPG chair.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to National Archives 30 years after cut off date.

DispAuthNo: N1-59-94-43, item 93a

A110462b Overseas Security Policy Group File (OSPG)

Description: Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects.

b. All other OSPG records.

Disposition: Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.

DispAuthNo: N1-59-94-43, item 93b

Chapter 11: Diplomatic Security Records

A110463a(1) Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals

Description: a. Posters, leaflets, and other hard copy items

(1) Records set - Two copies of each poster, leaflet, or other hardcopy item.

Disposition: Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 79a(1)

A110463a(2) Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals

Description: a. Posters, leaflets, and other hard copy items

(2) All other copies.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 79a(2)

A110463b(1)(a) Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals.

Description: b. Audio-visual Materials.

(1) English language version of audio and video production

(a) Two copies in a professional audio-video format.

Disposition: Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-43, item 79b(1)(a)

Chapter 11: Diplomatic Security Records

A110463b(1)(b) Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals

Description: b. Audio-visual Materials.

(1) English language version of audio and video production

(b) All other copies.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 79b(1)(b)

A110463b(2) Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals

Description: b. Audio-visual Materials.

(2) All other versions.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-43, item 79b(2)

A110464a Reward Program For Terrorism Information File

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

a. Active Case Files.

Disposition: Review annually and remove inactive cases.

DispAuthNo: N1-59-94-43, item 76a

Chapter 11: Diplomatic Security Records

A110464b(1) Reward Program For Terrorism Information File

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

b. Inactive Case Files. Cases that have had no activity, new documentation or information added to them in 10 years - but the potential for new activity remains.

(1) Cases that involve threats to an individual's life or well being, threats against facilities, property, threats against U.S. interests.
Arrange files by case

Disposition: Retain in office. Destroy when 50 years old.

DispAuthNo: N1-59-94-43, item 76b(1)

A110464b(2) Reward Program For Terrorism Information File

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

b. Inactive Case Files. Cases that have had no activity, new documentation or information added to them in 10 years - but the potential for new activity remains.

(2) All other types of cases.

Disposition: Retain in office. Destroy when 20 years old.

DispAuthNo: N1-59-94-43, item 76b(2)

A110464c(1) Reward Program For Terrorism Information File

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

c. Closed case files.

(1) Cases that involved threats to an individual's life or well being, threats against facilities, property, threats against U.S. interests.

Disposition: Retire to RSC when no longer needed for transfer to WNRC. Destroy 50 years after date received.

DispAuthNo: N1-59-94-43, item 76c(1)

Chapter 11: Diplomatic Security Records

A110464c(2) Reward Program For Terrorism Information File

Description: Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

c. Closed case files.

(2) All other types of cases.

Disposition: Retire to RSC when no longer needed for transfer to WNRC. Destroy 10 years after date received.

DispAuthNo: N1-59-94-43, item 76c(2)

A110465 Rewards Program Subject Files

Description: Memorandums, notes, chits, telegrams, reports, and other material relating to the Rewards Program.

Disposition: Permanent. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old

DispAuthNo: N1-59-94-43, item 77
